

SMALL SCALE CONTINGENCY OPERATIONS (SSCO)  
INSTALLATION COMMANDER'S AND UNIT COMMANDER'S ADVANCE  
PARTY CHECKLIST (ADVON)

\_\_\_\_\_  
ADVON INPROCESSING

Rear Det POC/Telephone # (UIC)

\_\_\_\_\_  
UNIT INPROCESSED

I. ADJUTANT GENERAL (PERSONNEL) - INPROCESSING

a. \_\_\_\_ A copy of the Assumption of Command Memorandum.

\_\_\_\_ A copy of the Alpha Roster.

\_\_\_\_ A copy of the Unit Mobilization Order.

b. \_\_\_\_ A copy of the unit's TOE/TDA, or MTOE and any Letters of Authorization.

c. \_\_\_\_ A completed and updated copy of the Unit Status Report (DA Form 2715) – Within 48 hrs of the unit's mobilization.

d. \_\_\_\_ A copy of the Computerized Unit Manning Roster/Report (UMR), with the following attached:

1. \_\_\_\_ A roster of Non-deploying Personnel and Reason.

2. \_\_\_\_ A roster of AWOLS and No Shows; Name, Rank, SSN, Unit Home Address, and Security Clearance.

3. \_\_\_\_ Positions that require Security Clearances.

4. \_\_\_\_ General Officer Memo for soldier(s) not MOS/SPEC qualified.

e. \_\_\_\_ Military Personnel Records Jacket (DA Form 201) HAVE ON HAND – NOT NEEDED AT THE ADVON INPROCESSING.

f. \_\_\_\_ Pending Personnel Actions (i.e., Promotions, Disciplinary, ETS etc).

g. \_\_\_\_ A copy of the Personnel Asset Inventory (DA Form 3986).

NOTE: DERIVATIVE UICs DO NOT REQUIRE USRs OR TAMs.

ADJUTANT GENERAL (PERSONNEL) – INPROCESSING (CON'T)

h. \_\_\_\_ Application for ID Cards (DD Form 1172). \*\*DO NOT DESTROY RESERVE OR NATIONAL GUARD CARDS (Please ensure all soldiers are issued Active Duty ID Cards using a Julian Calendar to determine expiration date prior to arrival at the installation). After the active duty cards are issued, collect the reserve or national guard ID Cards and have unit representative bring them to the ADVON Inprocessing. Doing this will shorten in the redeployment process.

i. \_\_\_\_ Deployment Packets Completed for each soldier with a minimum of: Individual Mob Order, Unit Mob Order, DA 2A and DA 2-1/ERB or ORB, SGLV, DD Form 93, 2 sets of ID Tags, Copy of all DD 214/DD 220, Copy of Mortgage or Rental Contract, Marriage Certificate and Copy of Birth Certificates for family members.

j. \_\_\_\_ Appointment of Military Postal Personnel (DD Form 285).

\_\_\_\_ Postal Officer (E-7 or Above).

\_\_\_\_ Mail Clerk.

\_\_\_\_ Alternate Mail Clerk.

\_\_\_\_ A copy of a memo authorizing necessary personnel access to the Emergency Operations Center (EOC).

\_\_\_\_ A copy of the unit roster of Personnel Security Clearances.

m. \_\_\_\_ Individuals must be Combat Lifesaver Certified and must show proof.

n. \_\_\_\_ Number of Personnel in the Unit:

1. \_\_\_\_ Officer/Enlisted.

2. \_\_\_\_ Male/Female.

3. \_\_\_\_ Total Personnel.

o. \_\_\_\_ Number of personnel requiring Family Care Plan/Care Plans on Hand? \_\_\_\_

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\_\_\_\_  
(DATE AND TIME)

## II. TRAINING - IN-PROCESSING

A. The following documents are Mandatory Items that must be reviewed:

1. \_\_\_\_ Training Status Report (TSR – Annex T, SFOR Spt Plan): Check that Group A and C Task have been certified by the unit Commander and verified by unit Mobilization Assistor.
2. \_\_\_\_ Paragraph 4 of the Post Mobilization Training Status Report (PTSR) is checked for training requirements/requests.
3. \_\_\_\_ Check the T/P Ratings in the Training Assessment Module (TAMS).
4. \_\_\_\_ Verify that all information in the unit's Mobilization Order is correct.
5. \_\_\_\_ Group A Sign-In Sheets: Verify attendance at Group A and C task Training.
6. \_\_\_\_ Individual Weapons Qualification:
  - a. \_\_\_\_ How many unit members need to Zero their M16A2 (A By Name List)?
  - b. \_\_\_\_ Did the unit use a 300m range for the M16? How many unit members need to qualify (A By Name List)?
  - c. \_\_\_\_ Did the unit complete NBC training? How many unit members need to fire (A By Name List)?
  - d. \_\_\_\_ Did the Unit complete Night Fire? How many unit members need to fire (A By Name List)?
7. \_\_\_\_ Did the unit complete M9 qualification? How many unit members need to fire (A By Name List)?

NOTE: DERIVATIVE UICs DO NOT REQUIRE USRs OR TAMs.

B. ADDITIONAL REQUIRED TRAINING (By Number of Soldiers)

1. \_\_\_\_ Stove Training Only—If the unit is taking Stoves. What type? How Many? (Requires DA Form 348-E).
2. \_\_\_\_ HUMMWV – Do unit members need licensing? (Requires DA Form 5984-E).

B. TRAINING (CON'T)

3. \_\_\_\_ SINGARS--Does the unit have SINGARS?
4. \_\_\_\_ NBC Training—Did the unit conduct Team and Gas Chamber Training?
5. \_\_\_\_ Generator (Only if the Unit is taking generators). What size? (Requires DA Form 348-E).
6. \_\_\_\_ What size Forklift? (Requires DA Form 348-E).
7. \_\_\_\_ MOS Specific Training – What Specific Task?
8. \_\_\_\_ Other – Any training the unit commander would like to accomplish, Time and Resources permitting? Can the unit conduct the training internally? What training resources are required? Classroom or field location?

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## DIRECTORATE OF LOGISTICS

### A. REQUIRED DOCUMENTS

1. \_\_\_\_ Signature Cards (DA Form 1687).
2. \_\_\_\_ Authorization for additional Uniforms (DA Form 3078). One form per each individual is required and the commander must sign each form stating that an individual is authorized the additional uniforms.
3. \_\_\_\_ Signature Card (DA Form 7000) that is part of the DA Form 3078.
4. \_\_\_\_ Ammunition Basic Load (DA Form 581—annotate Block 28 the LIN, Nomenclature, and Quantity of each weapon that will be deployed)
5. \_\_\_\_ Property Book and/or Hand Receipt.
6. \_\_\_\_ Alpha Roster identifying unit personnel that will deploy.
7. \_\_\_\_ List of MTOE Chemical Defense Equipment that will deploy.
8. \_\_\_\_ Calibration Report for MTOE Chemical Defense Equipment.
9. \_\_\_\_ DA Form 2765 (Shortages that need to be requisitioned).
10. \_\_\_\_ DA Form 2406 is complete.
11. \_\_\_\_ Current MTOE is available.

### B. OTHER REQUIRED INFORMATION

1. \_\_\_\_ DODAAC
2. \_\_\_\_ Home Station Address.
3. \_\_\_\_ Point of Contact (POC) and Phone Number at Home Station (After unit deploys)

## DOL CHECKLIST (CON'T)

5. \_\_\_\_ Quantity of Personal Decontamination Kits On Hand (M258A1) or M291.
6. \_\_\_\_ Quantity of Chemical Protective Over-Garments (CPOG) On Hand.
7. \_\_\_\_ Quantity of Field Desks, Field Tables, Water Cans, and Fuel cans.
8. \_\_\_\_ Quantity of Protective Masks (M17A1 or M40).
9. \_\_\_\_ Quantity of Weapons (M16A2, 9mm, M60, 50 Cal, MK19, SAW).
10. \_\_\_\_ Quantity of Weapons Rack.
11. \_\_\_\_ Quantity of Weapons Magazine.
12. \_\_\_\_ Quantity of Night Vision Equipment and Type, required.
13. \_\_\_\_ ULLS-G/ULLS-A. Is it authorized and is it being deployed.
14. \_\_\_\_ Three (3) days supply of MRE. Did unit bring them or does the unit have to draw MRE at the installation?
15. \_\_\_\_ List of OCIE shortages (Unit should have deployed to the MOB Station with all OCIE listed on FORSCOM message 13 except Cold Weather/Extreme Cold Weather Clothing. If the unit has shortages, the installation NEEDS to know.
16. \_\_\_\_ Thirty (30) days supply of Personal Toiletries (Individual's Responsibility).
17. \_\_\_\_ Seven (7) days supply of Class VIII (Medical). Units usually use Combat Lifesaver bags or personal first aid kit to satisfy this requirement. If they requisition Combat Lifesaver Bags.
18. \_\_\_\_ Thirty (30) days supply of Class IX. Peacetime supported repair parts for vehicles and weapons. Is it On Hand?
19. \_\_\_\_ Weapon cleaning Kits for weapons that will deploy with individuals. Are they On Hand?
20. \_\_\_\_ Has the Logistics coordinator at the Mobilization Station been contacted?

## C. VEHICLES THAT WILL DEPLOY WITH THE UNIT

1. \_\_\_\_ If the unit arrives with vehicles to Mobilization Station they will be checked for Winterization. Unit must show proof that winterization was done, if not, vehicles will be checked to ensure that they are Full Mission Capable (FMC). Also, BII will be inventoried.

\_\_\_\_\_ The following information is needed whether the unit's equipment comes or goes to Port:

- a. \_\_\_\_\_ Does each unit's vehicle have the required tire snow chains?
- b. \_\_\_\_\_ Does each unit's vehicle have a fuel can?
- c. \_\_\_\_\_ Does each unit's vehicle have a warning triangle?

#### UNIT MOVEMENT DATA

Questions will be asked to address the number of Duffel Bags and how much unit equipment was brought to the MOB Station to determine if the Deployment Equipment List is correct.

#### FINAL CHECK VERIFICATION

\_\_\_\_\_ Approved (All Requirements Met)

\_\_\_\_\_ Disapproved (Not All Requirements Met)

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DATE